

Fanshawe College

## FIRST: Fanshawe Innovation, Research, Scholarship, Teaching

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Documentation (Approvals etc...)

Business Administration - Human Resources

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2019

### BAH1 Curriculum Modification for 2020-21

Fanshawe College

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# CURRICULUM MODIFICATION REQUEST FORM

## COURSE OR PROGRAM CURRICULUM "RATIONALE FOR CHANGE"

### Program Requiring Changes

Program Title: Business Administration Human Resources Advanced Diploma		
Program Number: BAH	Date Submitted: 11/11/2019	
Dean responsible for program: Mary Pierce	Chair: Lisa Schwerzmann	
Credential Provided: <input type="checkbox"/> Declaration of Academic Achievement <input type="checkbox"/> Local Certificate <input type="checkbox"/> Ontario College Certificate <input type="checkbox"/> Diploma <input checked="" type="checkbox"/> Advanced Diploma <input type="checkbox"/> Grad Certificate <input type="checkbox"/> Degree <input type="checkbox"/> Apprenticeship		
Program Intakes: <input checked="" type="checkbox"/> F <input type="checkbox"/> W <input type="checkbox"/> S   Other:	Catalogue Year(s) Impacted: 2020-21	
Residency Requirement: <input checked="" type="checkbox"/> Met or <input type="checkbox"/> Not Met	Date of Last Program Review: 5/1/2018	
<div style="display: flex; justify-content: space-between;"> <span><i>I have read the reasons for the change and...</i></span> <span><i>Signature and date</i></span> </div>		
Dean of Faculty (Lead program):	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	<i>M. P. Nov 29/19</i>
Dean of Faculty (Affiliate program-impacted by change):	<input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	
Dean of Faculty (Affiliate program-impacted by change):	<input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	
Senior Vice President Academic (required for major changes and late DAs):	<input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	
Director, Centre for Academic Excellence:	<input checked="" type="checkbox"/> Supports <input type="checkbox"/> Does Not Support	<i>[Signature] 12/20/2019</i>
Office of the Registrar:	<input checked="" type="checkbox"/> Supports <input type="checkbox"/> Does Not Support	<i>Choggans 05 Dec 2019</i>
Notes:		

*Please answer each of the questions below, if applicable. Missing or incomplete information may delay review of the proposed changes.*

**1.0 Describe proposed change(s). Complete Appendix A (if necessary) and amend SDAR (Refer to Appendix C).**

Offer ECON-1002 (Economics 1) in Level 3 instead of ECON-1005 (Economics 2). ECON-1005 will be offered in Level 6 of the Business Administration – Human Resources Program

**2.0 Reason/Rationale for Changes**

2.1 The reason for the change is based on:

- ☐ A recent program review
- ☐ Program Advisory Committee feedback
- ☐ Student feedback
- ☐ KPI results
- ☐ Accreditation or other regulatory requirements
- ☐ Shared curriculum
- ☐ Trends in the field/industry
- ☒ Other (please describe): Please see Curriculum Modification Request Form for BHR1. Offering ECON-1005 (Economics 2) in Level 6 of the program reflects the changes made in BHR1.

2.2 Does the change support the College's Strategic Framework (mission, vision, values)?

- ☒ Yes
- ☐ No (If no, please explain)

2.3 What strategic goal(s) does the proposed change support?

- ☐ Goal 1 – Enhance innovative practices for exceptional student learning
- ☐ Goal 2 – Manage enrolment growth
- ☒ Goal 3 – Optimize use of resources
- ☐ Goal 4 – Build sustainable sources of alternative revenue

**3.0 Students**

3.1 Will the change affect the cost of the program for students?

- ☐ Yes
- ☒ No

3.2 If yes, there will be an additional cost for:

- ☐ Materials (Include details):
- ☐ Equipment (Include details):
- ☐ Other (Please describe):

#### **4.0 Program Learning Outcomes**

4.1 Will the proposed change meet the Program Vocational Learning Outcomes? (Complete Appendix B and mark the changes in the mapping [e.g. red font])

- ☒ Yes
- ☐ No

4.2 Are there any implications related to progression because of pre-requisite courses (and/or co-requisite courses)?

- ☒ No
- ☐ Yes (If yes, please explain)

#### **5.0 Relationships with Other Programs**

5.1 Are any of the courses impacted by the change provided by another School (e.g., SLLS, LKSB) and/or delivered at another campus?

- ☒ No
- ☐ Yes

5.2 What Schools/Campuses will be impacted by the proposed change?

- ☒ Lawrence Kinlin School of Business
- ☐ School of Information Technology
- ☐ School of Contemporary Media
- ☐ School of Design
- ☐ School Digital and Performing Arts
- ☐ School of Tourism, Hospitality and Culinary Arts
- ☐ School of Community Studies
- ☐ School of Health Sciences
- ☐ School of Nursing
- ☐ School of Public Safety
- ☐ Donald J. Smith School of Building Technology
- ☐ Norton Wolf School of Aviation Technology
- ☐ School of Applied Sciences and Technology
- ☐ School of Transportation Technology and Apprenticeship
- ☐ School of Language and Liberal Studies
- ☐ English Language Institute
- ☐ London South Campus
- ☐ Simcoe/Norfolk Regional Campus

- ☐ St Thomas/Elgin Regional Campus
- ☐ Woodstock/Oxford Regional Campus
- ☐ Huron/Bruce Regional Sites

5.3 Will the change affect pathway agreements (e.g., bridging, articulations, laddering, advanced standing) with other Fanshawe program(s) and/or other institution(s)?

(Refer to the pathway agreements listed here: <http://transferagreements.fanshawec.ca/>)

- ☐ No
- ☒ Yes (If yes, indicate when you will notify the other Fanshawe program(s) and/or other institution(s) and the Pathways Coordinator in the Centre for Academic Excellence of the change) This change has already been communicated with the Program Coordinator of the Degree Programs.

5.4 If this program is a Co-Operative Education program, will the proposed change impact Co-op?

- ☐ No
- ☐ Yes (If yes, consult with the Co-op office prior to submission)

## 6.0 Resource Implications of Proposed Changes

6.1 Will the proposed change have staffing implications?

- ☒ No
- ☐ Yes (If yes, please explain)

6.2 Will the proposed change impact any of the Enabling areas?

- ☒ No
- ☐ Yes (If yes, please explain)

6.3 Will the proposed change affect space and/or technology requirements?

- ☒ No
- ☐ Yes (If yes, please explain)

## 7.0 General College Requirements

7.1 Are changes consistent with Colleges policies?

- ☒ Yes
- ☐ No (If no, please explain)

7.2 Will the program meet the General Education requirements (Policy A126) as listed below?

- ☐ No
- ☒ Yes

<b>Local Certificate, Ontario College Certificate and Graduate Certificate - none required)</b>	<b>Diploma - 3 required (minimum of 1 must be an elective)</b>	<b>Advanced Diploma - 4 required (minimum of 2 must be electives)</b>
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7.3 Will the program have 25% distinct curriculum to meet the Residency Requirement of 25% credit units? Consider all pathway agreements (e.g., bridging, internal articulations, laddering, advanced standing) with other Fanshawe programs and/or other institutions.

- ☐ No  
☒ Yes

**Note:** In accordance with POLICY NUMBER: A122 Graduation from Approved College Programs

...to be eligible for any College Credential a student must be enrolled and complete at least 25% of that program's credit units at Fanshawe College, unless stipulated differently by other approving bodies such as the Postsecondary Education Quality Assessment Board (PEQAB).

7.4 Indicate:

- i) Total program hours before proposed change: 1196 \_\_\_\_\_  
ii) Total program hours after proposed change: 1196 \_\_\_\_\_  
iii) Level(s) in which the proposed change(s) occurs: Level 6 \_\_\_\_\_

7.4.1 Are the total program hours consistent with the requirements as listed below?

- ☒ Yes  
☐ No (If no, please explain)

<b>Local Certificate - 300 hours</b>	<b>Ontario College Certificate - 600 hours</b>
<b>Diploma - 1200 to 1400 hours</b>	<b>Advanced Diploma - 1800 to 2100 hours</b>
<b>Graduate Certificate - 600 hours</b>	<b>DOAA - less than 200 hours</b>

## Degree Audit Report

Catalog: 2020/2021

**Program:** BAH1  
**Department:** BUS - Kinlin School of Business  
**Academic Level:** PS  
**CCD:** 9 - 6AcadSem/1800-2100hrs  
**Credential:** Ontario College Advanced Dipl

**Name:** Business Administration -  
Human Resources

**Grade Scheme:** LG2  
**Major:** BAH1 - Business Admin-Human Resources  
**Co-Op Indicator:** N/A

**Div:** BUS - Business and Management

## Academic Program Requirement

**Total Credits:** 114.60  
**GPA Requirement:** 2.00  
**Minimum Grade:** D

**Residency Reqmt:** 29.00  
**Residency Reqmt GPA:** 2.00

## Academic Requirement: BAH1.20 Business Administration - Human Resources

**Major:** BAH1  
**Grade Scheme:** LG2  
**Minimum GPA:** 2.00  
**Minimum Grade:**

## Subrequirement: Level 1

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
ACCT-1100	Principles of Accounting 1	45.00	3.00	
BUSI-1060	Strategies for Success	15.00	1.00	
WRIT-1032	Reason & Writing Business 1	45.00	3.00	
MKTG-1012	Principles of Marketing 1	45.00	3.00	
MATH-1052	Business Math	45.00	3.00	
BUSI-1005	Introduction to Business Processes	45.00	3.00	**

## Subrequirement: Level 2

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
COMP-1390	Software Appl. for the HR Professional	45.00	3.00	
FINA-1004	Finance 1	45.00	3.00	
MGMT-1017	Human Resources Management	45.00	3.00	
COMM-3020	Professional Communication	45.00	3.00	
BUSI-1068	Effective Meetings & Presentations	45.00	3.00	
ACCT-1068	Introduction to Payroll	45.00	3.00	

## Subrequirement: Level 3

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
MGMT-3009 Recruitment & Selection		45.00	3.00	
<del>MGMT-3048</del>	<del>Compensation &amp; Benefits Administration</del>	<del>45.00</del>	<del>3.00</del>	
MGMT-3007	Organizational Behaviour	45.00	3.00	
MGMT-3042	Training & Development	45.00	3.00	
LAWS-1052	Employment Law	45.00	3.00	
MGMT-1196	HR Mentorship Foundations	45.00	3.00	
<del>ECON-1005</del>	<del>Economics 2</del>	<del>45.00</del>	<del>3.00</del>	<del>**</del>
ECON-1002	Economics 1	45.00	3.00	

## Degree Audit Report

COMP-3077                      Excel for Business Adv                      45.00    3.00

**Subrequirement: Level 4**

Gen Ed - Take a 3 credit General Education elective course Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
MGMT-1217	Employee Resolution & Problem Solving	45.00	3.00	
MGMT-3043	Performance Management	45.00	3.00	
<del>MGMT-3009</del>	<del>Recruitment &amp; Selection</del>	<del>45.00</del>	<del>3.00</del>	
HLTH-1102	Occupational Health & Safety	45.00	3.00	
MGMT-1197	Human Resources Mentorship	75.00	2.60	
MGMT-3066	Organizational Development & Change	45.00	3.00	
MGMT 3048	Compensation & Benefits Administration	45.00	3.00	

**Subrequirement: Level 5**

Gen Ed - Take a 3 credit General Education elective course Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
MGMT-3061	HR Planning	45.00	3.00	
FINA-1038	Finance & Accounting for Non-Accountants	45.00	3.00	
SFTY-3010	Occupational Health & Safety Legislation	45.00	3.00	
MATH-3063	HRIS-Statistics & Analysis	45.00	3.00	

**Subrequirement: Level 5 - Add'l Req**

Take 1 of the following Groups:

Group 1

		Total Hours	Total Credits	GE
BUSI-1002	Work Issues & Ethics	45.00	3.00	
MGMT-3060	Negotiating-Mediation & Conflict Res	45.00	3.00	

Group 2

		Total Hours	Total Credits	GE
MGMT-5069	HR Community Consultancy 1	90.00	6.00	

**Subrequirement: Level 6**

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
MGMT-1163	Labour Relations	45.00	3.00	
SFTY-5001	Safety Administration	45.00	3.00	
SFTY-5002	Hazard Management	45.00	3.00	
ECON-1002	Economics 1	45.00	3.00	**

**Subrequirement: Level 6 - Add'l Req**

Take one of the following Groups:

Group 1

Students will be enrolled in one of the following courses: MGMT-5067 or INNV-5001

		Total Hours	Total Credits	GE
MGMT-5067	Managing Strategic HR Projects	45.00	3.00	
INNV-5001	Innovation Applications	45.00	3.00	
MGMT-5068	Managing Leaders & Leadership	45.00	3.00	

Group 2

Total Hours	Total Credits	GE
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## Degree Audit Report

MGMT-5070

HR Community Consultancy 2

90.00 6.00

**Subrequirement:** Gen Ed - Electives

Take 6 General Education Credits - Normally taken in Levels 4 and 5

**Subrequirement:** Program Residency

Students Must Complete a Minimum of 29 credits in this program at Fanshawe College to meet the Program Residency requirement and graduate from this program

  
Approved By Chair/Manager:  
Approved by Dean:

General Education Approved By(as appropriate):

Dec. 3, 2019 LKSB  
Department and Date:11/29/19  
Date:

Date:

